

ROUTING AND TRANSMITTAL SLIP		Date
		7 JUL 1983
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA	<i>[Signature]</i>	7 JUL 1983
2. DDA	<i>[Signature]</i>	7 JUL 1983
3.		
4.		
5. Registry - file		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

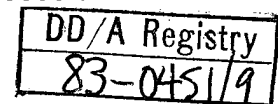
DD/A REGISTRY  
FILE: 100-5

D F EO/DDA	RECORD of approvals, concurrences, disposals, and similar actions	
	Agency/Post)	Room No.—Bldg.
		Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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6 JUL 1983

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Deputy Chief, Central Processing Branch

1. Deputy Chief, Central Processing Branch (DC/CPB) advised on 6 July 1983, that most if not all U.S. airlines offer discount coupons after about 10,000 miles of travel. He said that it is against the law for government employees to take advantage of this feature. While CPB makes most of the travel arrangements for the Agency, there are a few components, primarily in the DDS&T, which make their own travel arrangements.

2. Deputy Chief, CPB said there are approximately 9,000 different discount fares in effect domestically at any given time. Without a substantial increase in personnel it would be impossible for Central Processing Branch to track the various discounts available to our personnel. He said we must, in effect, rely on the honesty of our employees. Deputy Chief, CPB said that about 10 percent of the employees turn in the coupons which they receive from the airlines. Most employees, in his opinion, simply ignore the coupons and only about one percent of our employees seek them out. However, most airlines will not offer any discount fares when GTRs are utilized. The only way to take advantage of discounts with a GTR-issued ticket is to get the ticket changed. This happens from time to time for legitimate reasons--change of itinerary, for one.


3. From time to time CPB spot checks its terminal to determine if any employees are taking advantage of discount rates. Several weeks ago they discovered an employee who regularly went to Kansas City via Dallas. This was an obvious attempt to take advantage of discount coupons so that he and his wife could fly to Hawaii free of charge. CPB brought it to the attention of the employee's component. He, of course, denied any wrongdoing, and DC/CPB believes that the employee has been recently fired.

4. In the opinion of DC/CPB, the airlines will probably reduce or eliminate discount fares and coupons by 1984 if economic recovery persists. In any event, by virtue of the installation of additional equipment at the end of October 1983, CPB will be in a position to have its own airline tickets printed. This in effect will solve the discount problem, with satellites being set up in such outlying areas as OTS, OSO, and OD&E.

5. Each travel officer in CPB must certify for every trip arranged that he or she has obtained the cheapest fares available and the most direct routing. Nevertheless, the first line of defense, according to DC/CPB, is the individual performing the travel, his or her honesty, and the travel approving officer as to whether the trip is legitimate.

6. Deputy Chief, CPB is prepared to draft a Headquarters notice regarding misuse of discount fares, if necessary. I told him I would get back to him on this matter. We discussed at some length the stepchild status of CPB and how it really does not belong in the Office of Personnel. Given the fact that there are logistics and finance officers assigned to the component, it would seem logical that CPB be transferred to the DDA.

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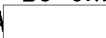
  
Executive Officer to the DDA

## Distribution:

0 - DDA Subject

1 - DC/CPB

1 - EO Chrono

EO/DDA  :ba(6Jul83)

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